CIS-099 - Office Software Applications

General information

Instructor: Alex Morgan	**Office Place:**	**Office Hours:** Tuesday 12:15 to 1:15 pm
Telephone: ?	**E-Mail:** am02724@fhda.edu	**Hybrid Hours**: Thursday 12:00 to 1:15 pm

Course Description:

Introduces concepts and hands-on projects using four common MS office productivity software tools including word processing, spreadsheet, database and presentation software.

Course objectives (SLO's):

Upon completion of this course, the student will be able to;

- Demonstrate correct techniques for creating documents using a word processing software.
- Create spreadsheets to solve business problems.
- Use of database software to create, search, modify and produce information
- Create a text/graphics presentation using presentation graphics software.

Course materials

Text: Carol Cram, *Microsoft Office 2013 –Projects* Course Technology, 2014, ISBN 978-1-285-17032-9
Software: Microsoft Office 2013.

Your choice of a tutorial for Office applications or
http://office.microsoft.com/en-us/training/default.aspx

Storage Medium: Each user account is provided with sufficient online storage for the course. You will/may need a portable storage device for use in moving files from the server for working at home.

Evaluation and Grading

This course uses an absolute scoring system. Each acceptable assignment will be awarded points according to the assignment; application projects earns 25 points and integrated projects earns 50 points, factored to 100 points. Class participation will add bonus points to the final grade.

Oral participation takes the form of questions asked during class in a "jeopardy" style session. Details will be explained during the first session.

Unacceptable and need work submissions will be returned for enhancement to an acceptable level.

90% of assigned points = A   80 to 89% of assigned points = B
60 to 79% of assigned points = C   50 to 59% of assigned points = D

Assignments

Week		Topics	Assignments
1	T	Course Basics/Windows Desktop	http://www.homeandlearn.co.uk/word
	Th	Managing Files & Folders, Software,	2007_2010/Word-2007-2010.html
2	T	Basic tutorial	
	Th	EXCEL Basics	Unit C EXCEL Projects I
3	T	cont.	Unit D EXCEL Projects II
	Th		
4	T	Word processing Basics/WP Lab	Unit A: Word Projects I
	Th		
5	T		Unit B; Word Projects II
	Th		
6	T	Word/Excel Integration	Unit E, Integrated Projects I
	Th		
7	T	Data Base Basics	Unit F: Access Projects
	Th		
8	T	Word/Excel/Access Integration	Unit G, Integration Project II
	Th		
9	T	Unit H: PowerPoint Projects	Unit H: PowerPoint Projects
	Th		
10	W		
	Th	Final Project	Unit I, Integration Project III
11	T		
	Th		
12	T		Thursday: Dec. 10th @ 1:45-3:45
	Th		p.m.

Incompletes

An Incomplete is given when an unforeseeable emergency near the end of the term may justifiably cause incomplete academic work. At least 75% of assigned work must be completed. Please contact me immediately if such a condition arises.

Adds/Drops (Saturday, Oct. 3rd: *Last day to add or Drop*)
Regulations allows for drops or adds only within the first weeks of instructions. After the second week of class NO drops or adds are allows.

Withdraws (Friday, Nov. 13th: *Last day to drop with a "W.)"*
You may withdraw from a class up to the eight week of instructions, after which you cannot. You are now only allowed two withdraws from the same class.

Attendance
ATTENDANCE is expected at each class session when presentations are made, and you are responsible for all material presented. Should you miss class, please arrange to obtain notes or handouts from a classmate.

Computer lab
The Computer lab is located in the ATC Building room 201; lab hours are posted. You are able to use the lab without appointment for up to one hour on a first-come, first-served basis. You need to supply your own storage medium as necessary.

Cheating
In a word, "Don't!" The college catalog clearly spells out the policy regarding cheating. If you are involved in cheating (meaning copying other student's work, tests, and so on) you can lose your student status, receive an F in the course, and lots of other bad stuff.

Computing is a cooperative effort. You are expected to work with others. Asking for and using the advice of others is desired. However, the final work must be your own. Asking for advice is not the same as copying someone else's work! Your homework, Labs and project should be your own work, even where others may have advised.

Assistance

You will occasionally run into a problem that you will have difficulty solving. First work with your partner. If the two of you cannot resolve it, than I will intervene to help solve the problem. So try to do your own work before you seek assistance.

Remember that your instructor's job is to teach concepts. If you are having difficulty, talk to your instructor after discussing it with your partner. This helps to become independent and give your instructor feedback as to concepts that may need to be covered in class. It also gives the instructor a chance to clarify ambiguities.